

MINUTES MAY BE UPDATED BEFORE THEY ARE APPROVED AT THE NEXT PARISH COUNCIL MEETING

MINUTES OF THE CALNE WITHOUT PARISH COUNCIL  
ZOOM  
MONDAY 9<sup>th</sup> NOVEMBER 2020 19.30

CALNE WITHOUT COUNCILLOR ATTENDANCE

Present (P): Apologies (A): Did Not Attend (X)

Sue Baker	P	Jim Cook	P	Richard French	P
Rob Hislop	P	Ed Jones (Chairman)	P	Katharina Kronig	P
Matt Maddicks	P	Alan Malpas	P		
Charlie Oram	P	Ioan Rees	P	Keith Robbins	P
Adrian Satchell	P	Barry Satchell	P	David Songhurst	P

Wiltshire Council Unitary Councillor (Calne Rural) Christine Crisp also attended.

**1 Apologies for Absence**

None.

**2 Public Speaking/ Correspondence**

2.1 Public Speaking

Cllr Christine Crisp introduced Ashley O'Neill who will be standing as the Conservative candidate for Calne Rural at the May'21 election and was sitting in on the Parish Council meetings to observe.

The Treasurer of Derry Hill and Studley Heartbeat spoke and answered questions on the grant request, item 9.1 on the agenda.

2.2 Correspondence

None

**3 Declarations of Interest**

None

**4 Chairman Announcements**

Chairman reminded Councillors about the public consultation on the Solar Farm proposal on the 12<sup>th</sup> November at 6pm and the Councillor Training on the 16<sup>th</sup> November at 7pm.

**5 Minutes**

Proposed: Cllr French

Seconded: Cllr B. Satchell

**Agreed: That the Council approve the Minutes of the meeting held on 12<sup>th</sup> October 2020 as a true and fair reflection of the motions agreed by the Council and the discussions that took place and that these be signed by the Chairman as such.**

## **6 Response to Actions from previous meeting**

### **6.1 Former Blount's Court Nursery Development**

Cllr Malpas asked that the Minutes show that the Clerk had sent a chase email to Cllr Toby Sturgis for a response to the Council's previous letters. If no response is forthcoming, then this to be on the December agenda.

### **6.2 Pewsham Vacancy**

Cllr Rees raised the issues on the Pewsham Vacancy, to be discussed at agenda item 13.

### **6.3 A4 Studley Bus Shelter**

Cllr Rees asked if the Clerk could add to the previous email to advise Wiltshire that the Council is not in favour of the option just to put up cyclist dismount signs.

## **7 Accounts - Clerk**

### **7.1 Cheques/Internet payments**

Proposed: Cllr Cook

Seconded: Cllr Hislop

**Agreed unanimously:**

**That the following payments be approved:**

<b>Sarah Glen</b>	<b>Clerks Salary October 2020 plus 6hours OT</b>	<b>£713.68</b>
<b>Idverde</b>	<b>Bin emptying 01/10/20 to 31/10/20</b>	<b>£108.00</b>
<b>Sarah Glen</b>	<b>Repayment of Zoom subscription 28/10/20 to 28/11/20</b>	<b>£14.39</b>
<b>Bristol and Avon Rivers Trust</b>	<b>Grant of £5000 approved 12<sup>th</sup> October 2020</b>	<b>£5000.00</b>
<b>Oakford IS</b>	<b>Temporary Website hosting</b>	<b>£12.90</b>
<b>Wiltshire Association of Local Councils</b>	<b>Councillor training</b>	<b>£240.00</b>

### **7.2 Balance and expenditure**

Proposed: Cllr Cook

Seconded: Cllr B Satchell

**Agreed unanimously: That the balance and expenditure statement for the period ending 31<sup>st</sup> October 2020 be approved.**

## **8 Planning**

8.1 To consider a response if required to planning applications currently out to consultation. List circulated.

### **8.1.1 Bridlepath Diversion Calstone**

The Clerk raised the application for diversion of Bridlepath 89, 89A and 89B which is to be considered at Wiltshire Council Northern Area Planning Committee and advised the Council that as before Cllr Rob Hislop would be attending to speak in support of the diversion on the Council's behalf.

## 8.2 Neighbourhood Plan

Cllr Jones reported that he had been appointed Chairman of the Neighbourhood Plan Steering Group and Cllr Robert MacNaughton Vice Chairman. The Group had accepted Calne Without's requested change to the terms of reference.

Proposed: Cllr Robbins

Seconded: Cllr A Satchell

- 1. Agreed unanimously: That the Parish Council accept and adopt the revised Terms of Reference for the Calne Area Neighbourhood Plan Steering Group**
- 2. Cllr Oram and Hislop to continue to provide the Parish Council's 3<sup>rd</sup> rep between them and to ask if interested local residents could be invited to the next meeting.**

Proposed: Cllr Cook

Seconded: Cllr Rees

**Agreed unanimously: That the Parish Council approve a budget allocation for 2021/22 of £2000 for the Neighbourhood Plan**

## 8.3 A4 Road Closure for Ash Die back Clearance

A draft letter to Cllr Wayman of Wiltshire Council regarding the planning and handling of the road closure of the A4 for ash dieback work had been circulated. It was agreed that signage of the 7.5tonne weight restriction on Church Road should be dealt with as a follow up.

Proposed: Cllr French

Seconded: Cllr Cook

**Agreed unanimously: That the letters as drafted be sent to Cllr Wayman and copied to the Police and Bowood Estate.**

## 9 Finance Committee and Grant Requests

Cllr Cook presented the draft minutes of the Finance Committee and the following items arising from them for a Council decision.

### 9.1 Grant Request Derry Hill and Studley Heartbeat

Cllrs considered the request for funding and agreed that this was something that they would hope to be able to continue to support.

Proposed: Cllr Baker

Seconded: Cllr Cook

**Agreed unanimously: That the Council approve the grant request for £350 to fund the maintenance required for the defibrillators operated by the Derry Hill and Studley Heartbeat Group**

Proposed: Cllr Cook

Seconded: Cllr Maddicks

**Agreed: That the Council budget for ongoing maintenance liabilities for the phone box on Church Road in the 2021/22 budget and the Council enter into a Hosting Agreement with DH&SH, Chairman to sign the agreement.**

Budget                      Precept, General Reserve

Power                      1972 Act s 137

Cllr French declared an interest as part of the Lansdowne Hall Management Committee and did not take part in the vote.

#### 9.2 Grant request Derry Hill and Studley Inspire Magazine

Cllrs considered the grant to the Derry Hill and Studley Inspire Magazine.

Proposed: Cllr Cook

Seconded: Cllr Malpas

**Agreed unanimously: That the Parish Council award a grant of £160.00 to the Derry Hill and Studley Inspire Magazine and thank those involved in its production for continuing to provide an excellent service to the community particularly though these difficult times.**

Budget                Public participation and advertising

Power                Local Government 1972 Act s142

#### 9.3 Credit card and Savings Accounts

##### 9.3.1 Savings Account

Cllr Cook reported that the Clerk had been unable to complete the request for the Skipton Building Society account, the account having been removed as available to Councils.

Approval for an application to Bath Building Society was requested on the basis set out in the recommendation as a replacement.

Proposed: Cllr Cook

Seconded: Cllr Baker

**Agreed unanimously: That the Council stops the application process for the Skipton Building Society Account and moves to apply for a Business Instant Savings account with the Bath Building Society, signatories to be Cllrs Richard French, James Cook and Alan Malpas with the Clerk, Sarah Glen as the administrator. The account to require 2 signatories to approve payments.**

##### 9.3.2 Credit Card

The Clerk explained that the credit card application required an amendment to the Financial regulations as set out in the report.

Proposed Cllr Cook

Seconded: Cllr Baker

**Agreed unanimously: That the Council confirms it approves an application for a Lloyds Bank credit card at an annual cost of £32, with a credit limit of £1000 in the name of the Clerk, Sarah Glen. Cllrs Richard French and Keith Robbins to sign the application form.**

Proposed: Cllr Cook

Seconded: Cllr Hislop

**Agreed unanimously: That the Council approves an amendment to its Financial Regulations to include new paragraphs 6.16 and 8.1 and 8.2 as detailed in the report.**

#### 9.4 Budget for 2021/22

Cllr Cook raised an emergency issue regarding the recent problem with the Council's email system and the need to upgrade 2 licences for the Clerk and himself as a matter of urgency to safeguard the Council operations:

Proposed Cllr Malpas

Seconded: Cllr Rees

**Agreed unanimously: That the Council purchase 2 extended licences for Cllr Cook and the Clerk at allow continued operation of the Council's email system following the end of a free trial at a cost of £23 per licence.**

Budget            Email system, precept

Power            1972 Local Govt Act s111

Cllr Cook presented the draft budget for 2021/22 and invited questions.

Proposed: Cllr Cook

Seconded: Cllr A Satchell

**Agreed unanimously: That the Council agreed the detailed principles on which it wishes to draft the budget for 2021/22. This will include as presented:**

- **New budget headings and commitments**
- **Increases above £100 on existing budget headings,**
- **Project Categories and the projects that it would like to see progressed in 21/22**

Proposed: Cllr Cook

Seconded: Cllr Kronig

**Agreed unanimously: That the Finance Committee be asked to take the Council's decisions on the above and prepare a Budget and Precept request for 2021/22 for consideration at the Council meeting on 14<sup>th</sup> December 2020.**

## 10 Project Proposals – Updates

### 10.1 Derry Hill Playground Project

Cllr Malpas updated the Council on progress and alerted Councillors to the error on the recommendation and that the Council had at the October meeting suggested a budget of £500.

Proposed: Cllr Cook

Seconded: Cllr Rees

**Agreed unanimously: That the Parish Council approve the spending of up to £500 on the production and distribution of the survey approved as part of the project proposal to gauge the support for development of a playground at Petty Acre, Derry Hill**

### 10.2 Vehicle Activated Speed Signs

Cllr Malpas reported that advice had been received from Wiltshire Council and the Council will need to seek qualified installers for the speed indicators. Enquires being made of Calne and Chippenham Town Councils. The increased costs may mean the Council will have to reduce the number of VAS it purchases.

## 11 Engagement and Participation Working Group

Cllr Rees reported on the work of the group including the invitation to Kingsbury Green Academy to assist on a social media project and the production of a training and mentoring programme for new Councillors.

The Group asks for the Council to approve an advertising programme for the May '21 elections.

Cllr Crisp warned the Council to be careful of purdah and take advice from Wiltshire Council election team regarding any adverts and notices placed in April 2021.

Proposed: Cllr Rees

Seconded: Cllr Oram

**Agreed unanimously: That the following table of advertising be approved:**

Phase 1		
Encourage people to Register to Vote	Poster on Noticeboards (A4 size) and items in the Parish Magazines	Posters to go up in December and articles for the December/January editions of the magazines (copy date 10 <sup>th</sup> to 15 <sup>th</sup> November)
Phase 2		
Encourage people to stand as a candidate, particularly those currently underrepresented on the Council.	Leaflets dropped in new housing area to encourage new residents to take part (Studley Gardens and Cherhill View) Articles in Parish Magazines Posters similar to the one being used for co-option to be displayed on Council Noticeboards. Information packs to explain the rules and the process for standing for election. Links on website to Wiltshire Council information.	February and March editions (copy dates 10 <sup>th</sup> Jan early Feb)
Phase 3		
Remind people to vote/register if you haven't already, get a postal vote if you need one.	Get out the message that residents' involvement is valuable Article in Magazines Links to Wiltshire Council information.	April editions (copy due early March)

## **12 Footpaths Working Group**

Cllr Songhurst presented the work of the group so far and reported on the campaign by the National Ramblers Association to identify the footpaths that are not recorded on the definitive maps. Sustainable Calne has a new walking and cycling group that might provide the opportunity for some joint working. Cllrs asked if the audit of paths could include details of where they are not just the number of the path.

## **13 Co-option for Pewsham Ward Vacancy**

Cllr Rees expressed his dissatisfaction with the Clerks handling of the Council's resolution that all 3 Cllrs had to agree the details of the information and application form. Cllr Robbins and Cook apologised for their lack of response.

## **14 Other Matters**

### **14.1 Stockley Lane**

Cllr Baker reported that no police speed checks had yet been seen on Stockley Lane.

### **14.2 Children in poverty**

Cllr Songhurst raised the National Campaign by Marcus Rashford and the provision of free school meals during holidays and suggested that the Council may wish to work with Calne Town Council regarding the children in the area that require support. Cllr Songhurst to bring it back to Council if appropriate.

### **14.3 Calne to Sandy Lane- Mud on Road**

Cllr A Satchell reported that the mud on the road at Wetham to Sandy Lane old crossroads was very bad, Clerk to report to Wiltshire Council.

## **15 Confidential Session**

Proposed: Cllr Cook

Seconded: Cllr French

**Agreed unanimously: That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

## **16 Community Facilities**

Councillors considered a confidential report and verbal updates and discussed the sending of a letter setting out the Council's options.

Cllr Rees requested a recorded vote.

Proposed: Cllr Rees

Seconded: Cllr Maddicks

**Agreed: That Cllrs Malpas, Jones and the Clerk agree a letter to be sent.**

Recorded Vote

For: Cllrs Cook, Jones, Maddicks, Malpas, Rees, Robbins and Songhurst

Against: Cllrs French, Hislop and Oram

Abstain: Cllrs Baker, Kronig, A. Satchell and B. Satchell

Meeting ended at 9.55pm